



# STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION

Procurement Division

402 West Washington Street, Room 468

Indianapolis, Indiana 46204

317.234.3542

Dear Vendor:

This information is being sent to thank you for your interest in doing business with the State of Indiana, and to introduce you to other information we believe you will find beneficial.

The Department of Administration maintains a database of all companies who complete a bidder registration and express interest in doing business with the State of Indiana. The Bidder registration database is set up for vendors to self register through the internet at no cost. The Bidder registration offers email notification of upcoming solicitation opportunities as long as the Bidder identifies their area of interest by selecting purchasing categories on the UNSPSC panel during the registration process, and who provide a valid email address. In registering, you will complete a quick one page registration that contains basic information about your company and its owners. You will then receive a confirmation that your registration was saved and you will be prompted to complete and update the balance of information regarding your company. This step includes the identification of commodities/services (UNSPSC) your company can provide. You will need to immediately complete the balance of your registration to avoid missing any solicitation opportunities. The registration website is <http://www.in.gov/idoa/2354.htm>. Click on "Bidding on State Contracts", then on the "Bidder Registration". Now scroll all the way to the bottom of the screen and click on the link "Start Your Registration Now".

You may also be interested in reviewing the Vendor Handbook and other helpful information located on the IDOA Procurement website. This handbook contains information regarding the Governor's Buy Indiana initiative and indicates how business may qualify. When you register, please make sure that you visit the Buy Indiana panel and identify if your company qualifies as an Indiana business through one of the five options available. Each is described on the registration site.

Email solicitation notices are issued only for solicitations exceeding \$75,000. Purchases below that dollar amount are most often solicited at the agency level. Although agencies use this list to locate bidders, the electronic invitation is not used. If there is a specific agency that you believe could benefit from your product/service, you should contact that agency purchasing administrator direct to let them know about your company. All contact information, including name, address, telephone and email, is listed at [http://www.in.gov/idoa/files/head\\_proc\\_agents.xls](http://www.in.gov/idoa/files/head_proc_agents.xls).

We could go on and on about the beneficial information provided on our website and in the Vendor Handbook, but instead we will simply say that it is a complete resource guide for doing with business with the State of Indiana.

Thank you again for your interest in doing business with the State of Indiana. Should you have any questions during your bidder registration, please do not hesitate to contact our bidder registration coordinator, Amey Redding at [aredding@idoa.in.gov](mailto:aredding@idoa.in.gov) or by calling Amey at 317-234-3542. Amey will remain on the line with you throughout your registration if desired.

"STRIVING FOR EXCELLENCE"